

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Title:	Payroll Department CYE Leave Sign Off Report	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\YE Leave Sign Off Report.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 05/17/2004 Revised:

Overview

Trigger:

Agency payroll staff wants a leave summary report for the year that employees can sign.

Business Process Procedure Overview
<p>This lists each type of leave for an employee with a summary of what was earned and used for pay periods 01 through 26 of the year being reported.</p> <p>This report may be run once the processing for leave yearend is completed. The information on the report will remain the same until processing occurs for the next leave yearend.</p>

Procedural Steps

1. Access transaction by:

Via Menu	Time Entry Operator > Leave Yearend > CYE leave sign off
Via Transaction Code	Z_CYE_LEAVE_SIGNOFF
Via Favorites Menu	CYE leave sign off

Double click on "CYE leave sign off" and the following screen will appear:

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Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Not Applicable
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code

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- 1.2 Payroll area.** The screen defaults to the correct area, UB.
- 1.3 Pay period.** The screen has the selection of current period or other period however, the report lists the same information throughout the entire leave year. The report will remain the same until processing is completed for the next leave yearend.
- 1.4 The “Personnel number” field may be used to select specific employees by entering the employee identification numbers.** Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN's. The “Personnel number” field should be left blank if using the agency “Organization key”.
- 1.5 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and org with 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420, and any distribution code.

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Calendar Year End Leave Summary by Employee

Selections from

Payroll period

Payroll area UB

☒ Current period

☐ Other period

Selection

Personnel number

Organization key 100 0420*

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- 1.6 Click on the Execute button in the upper left area that looks like a clock to view the report.** An example of the report is below.

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Calendar Year End Leave Summary by Employee

Report No: Z_HR_CYE_LEAVE_SUMMARY State of Utah Page : 1
 Leave Year End Leave Summary By Employee Run Date: 05/10/2004
 Ending Balance as of: 01/02/2004 Run Time: 15:27:48

ASV	DR6	DIST	Employee Number	Employee Name	Leave Type	Year Beginning Balance	YTD Leave Accrued	YTD Leave Used	Ending Balance
100	8420	8080	120661	Trujillo, Jose	Annual	271.50	118.80	186.80	293.50
					Sick	352.00	64.80	.00	416.00
					Conv. Sick	128.00	48.80	80	180.00
					Comp Time	88.00	48.80	48.80	80.00
					Excess	4.50	12.80	12.80	5.50

Note: The Balances on this report reflect the leave balances after the final pay period of the year. Also included are the year end adjustments after that payroll to delete any annual/converted sick over 320 and to add the new converted sick for the year.

I certify that this information is true and correct. Employee Signature: _____ Date: _____

 Personnel Office: _____ Date: _____

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1.7 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

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2 The report heading contains the following information:

- The report number
- The report title
- Page number
- Date the report was run
- Time the report was run
- Ending Balance as of: pay period end date

2.2 The columns on the report are listed below with a brief description.

AGY	The employee's agency number.
ORG	The employee's home org.
DIST	The employee's distribution code.
Employee Number	The employee's identification number.
Employee Name	The employee's name.
Leave Type	Each type of leave is listed even if the balance is zero.
Year Beginning Balance	The employee's beginning leave balance as of pay period 01 for the year being reported.
YTD Leave Accrued	Total leave earned throughout the leave year.
YTD Leave Used	Total leave used including adjustments throughout the leave year.
Ending Balance	The employee's ending leave balance as of pay period 26 for the year being reported.
Note	Explanation that the leave balances are after the final pay period of the year and after converted sick leave processing.

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Employee Signature

Employee signature to document agreement with the leave summary for the year.

Personnel Office

Personnel office signature to show the leave summary is correct for the year.

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